

# THE UNITED STATES BANKRUPTCY COURT

## Central District of California

POSITION			
FACILITIES COORDINATOR			
LOCATION			
LOS ANGELES, CALIFORNIA			
SALARY/TARGET GRADE	OPENING DATE	CLOSING DATE	ANNOUNCEMENT
CL 26 \$ 41,408 - \$ 67,350	SEPTEMBER 18, 2006	SEPTEMBER 27, 2006	06-14

POSITION OVERVIEW
<p>The Facilities Coordinator is responsible for responding to the daily facilities needs of the Clerk's Office and Judge's Chambers in all divisional offices of the Court. Specific duties include: preparing and reviewing Reimbursable Work Authorizations (RWA's) for court projects; working directly with the local General Services Administration (GSA) field office regarding facilities related issues, including building maintenance, construction projects and emergency planning; supporting the Court's Continuity of Operations Plan (COOP); assisting in the planning and completion of furniture procurement, and minor tenant alteration projects; and tracking and monitoring construction costs, RWA's and GSA rental bills. Occasional extra hours and work schedule flexibility may be required to meet the needs of the Court. The Facilities Coordinator reports to the Office Services Manager.</p>
QUALIFICATIONS
<p><b><u>EXTERNAL/INTERNAL CANDIDATES</u></b></p> <p>To qualify for the position of Facilities Coordinator, an applicant must possess two (2) years of specialized experience, including one (1) year equivalent to work at CL 25. Specialized experience is progressively responsible experience directly related to space and facilities. The successful applicant must have excellent analytical, organizational, and time management skills, and possess the ability to establish time schedules for completion of projects. Excellent written and verbal communications skills required to effectively interact with Federal Judges, contractors, vendors, etc. The successful applicant should be familiar with the General Services Administration (GSA) practices, policies and procedures related to facilities management, maintenance, material requirements, building operation and repair and procurement, the Guide to Judiciary Policies and Procedures, and U.S. Courts Design Guide.</p>

## EDUCATION

Completion of a Bachelor's Degree in business, public administration, or related field is highly desirable. Education in accredited college or university institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Educational transcripts must be submitted for verification prior to start of employment.

## BENEFITS

The United States Bankruptcy Court offers a generous benefits package to full-time permanent employees which may include:

10 Paid Holidays	Paid Sick Leave
13 Days Paid Vacation (for the first three years)	Retirement
20 Days Paid Vacation (after three years)	Life Insurance Options
26 Days Paid Vacation (after fifteen years)	Thrift Savings Plan
Medical Coverage	Credit Union Participation
Eligible for Long Term Disability Plan Options	Long Term Care Options
Flexible Spending Account Options	

The United States Bankruptcy Court offers Flexible Spending Plans for Health Care Reimbursement and Dependent Care Reimbursement.

## INFORMATION FOR APPLICANTS

Please submit resume and/or application to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, or by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

**JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129**